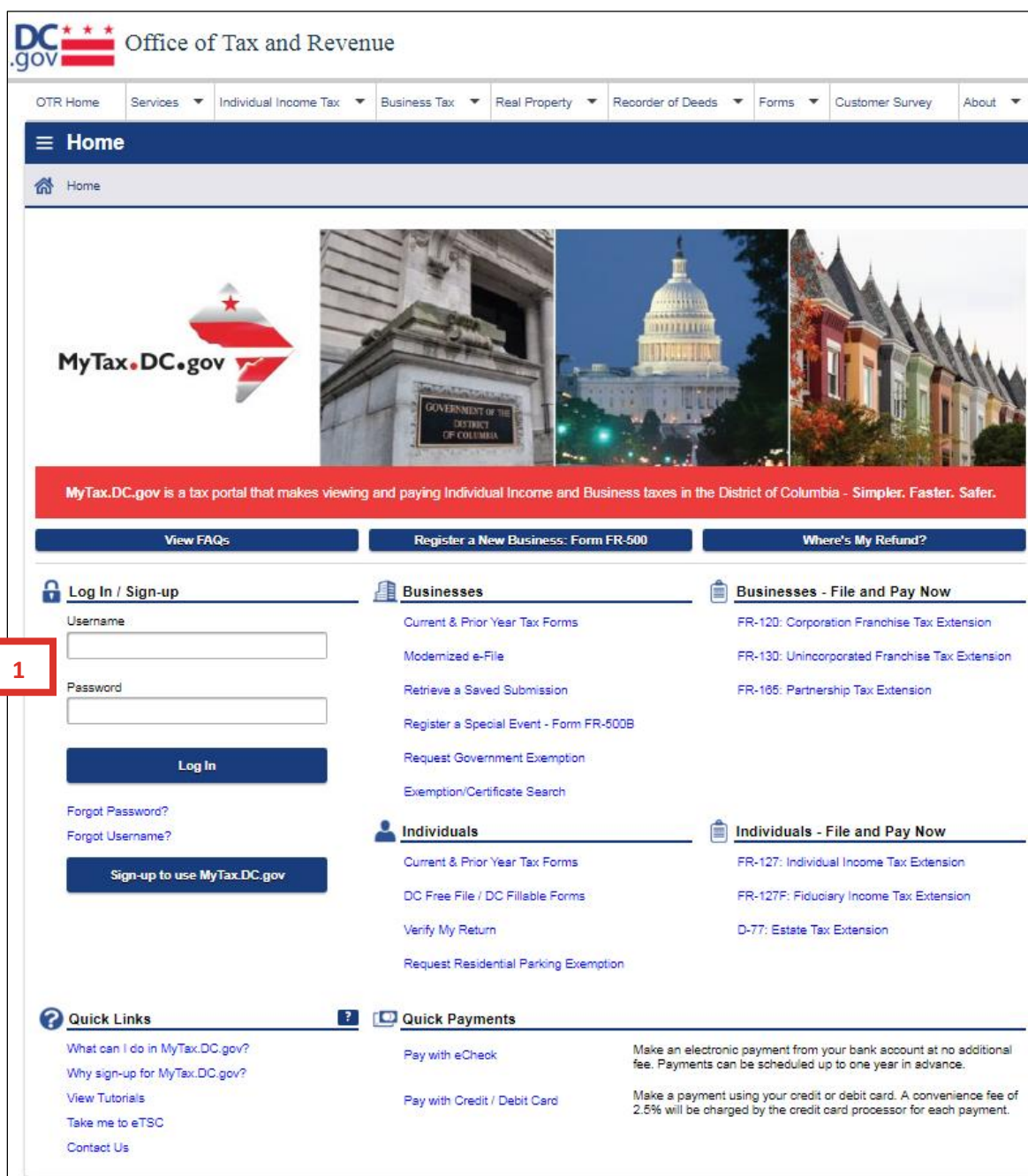


MyTax.DC.gov User Guide:

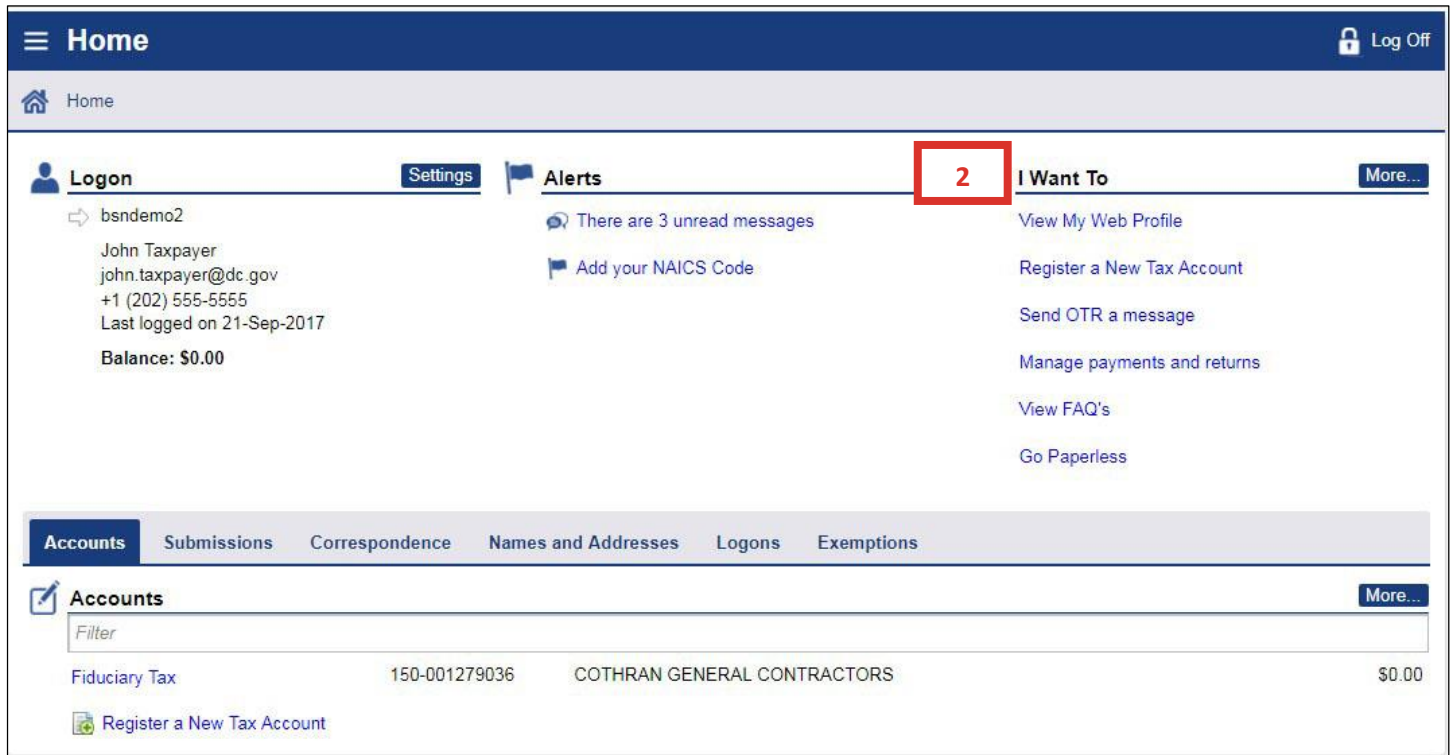
How to Request a Paperless Subscription

Follow this step-by-step guide to learn how to 'Go Paperless' via [MyTax.DC.gov](https://mytax.dc.gov) and stop receiving paper correspondence through U.S. postal mail.



The screenshot shows the MyTax.DC.gov homepage. At the top is the DC.gov logo and 'Office of Tax and Revenue'. Below is a navigation bar with links: OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. A 'Home' button is also present. The main content area features a banner with the MyTax.DC.gov logo and three images of DC landmarks. Below the banner is a red bar with the text: 'MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - Simpler. Faster. Safer.' Underneath are three buttons: 'View FAQs', 'Register a New Business: Form FR-500', and 'Where's My Refund?'. The 'Log In / Sign-up' section is highlighted with a red box and the number 1. It contains fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. Below these is a 'Sign-up to use MyTax.DC.gov' button. To the right of the login section are columns for 'Businesses' and 'Individuals', each with links to various tax forms and services. At the bottom are 'Quick Links' and 'Quick Payments' sections.

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.



Home Log Off

Home

Logon Settings Alerts 2 **I Want To** More...

bsndemo2
John Taxpayer
john.taxpayer@dc.gov
+1 (202) 555-5555
Last logged on 21-Sep-2017
Balance: \$0.00

There are 3 unread messages
Add your NAICS Code

View My Web Profile
Register a New Tax Account
Send OTR a message
Manage payments and returns
View FAQ's
Go Paperless

Accounts Submissions Correspondence Names and Addresses Logons Exemptions

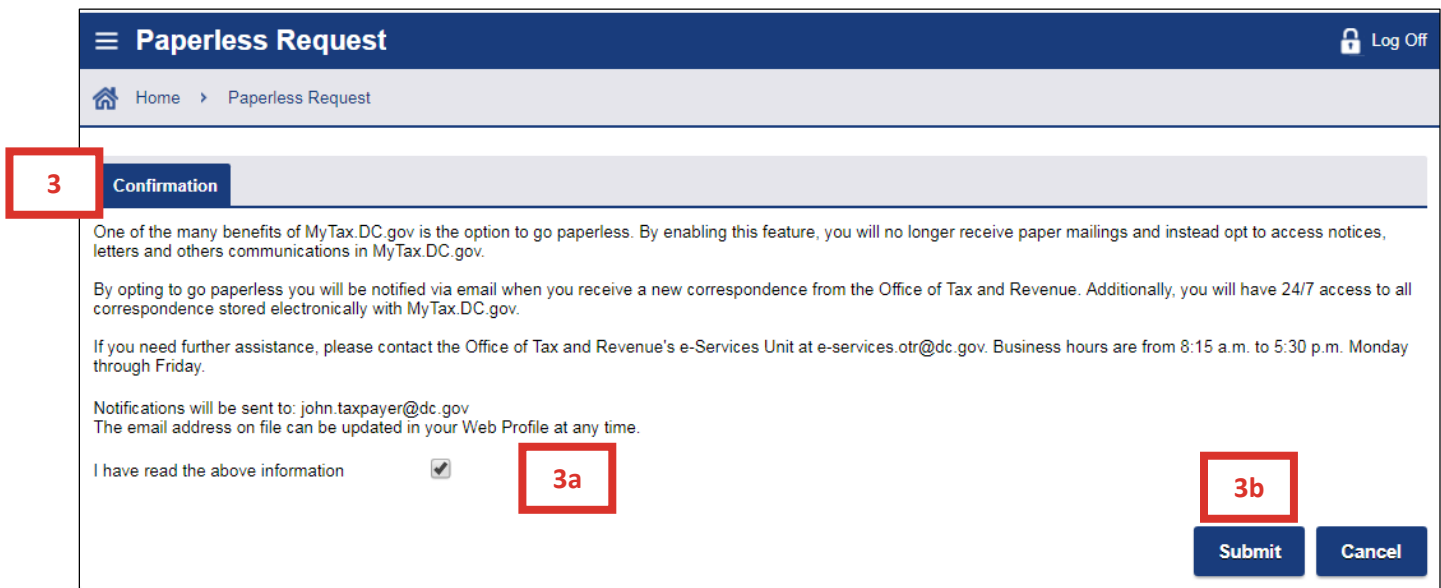
Accounts More...

Filter

Fiduciary Tax	150-001279036	COTHRAN GENERAL CONTRACTORS	\$0.00
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Register a New Tax Account

2. Under the **I Want to** section, click **Go Paperless**.



Paperless Request Log Off

Home > Paperless Request

3 **Confirmation**

One of the many benefits of MyTax.DC.gov is the option to go paperless. By enabling this feature, you will no longer receive paper mailings and instead opt to access notices, letters and others communications in MyTax.DC.gov.

By opting to go paperless you will be notified via email when you receive a new correspondence from the Office of Tax and Revenue. Additionally, you will have 24/7 access to all correspondence stored electronically with MyTax.DC.gov.

If you need further assistance, please contact the Office of Tax and Revenue's e-Services Unit at e-services.otr@dc.gov. Business hours are from 8:15 a.m. to 5:30 p.m. Monday through Friday.

Notifications will be sent to: john.taxpayer@dc.gov
The email address on file can be updated in your Web Profile at any time.

I have read the above information ☒ **3a**

3b **Submit** **Cancel**

3. The **Confirmation** page provides highlights what the paperless subscription entails and the benefits to receiving paperless correspondence.

- After you've carefully read over the information, click the box next to **I have read the above information**.
- Click **Submit**.

Confirmation

Home

Paperless Request

Confirmation

4

Confirmation

Your request has been successfully submitted. Please print a copy of this page for your records.

Your request confirmation number is **0-000-047-696**

Request Type: Paperless Request
Submitted Date: 20-Sep-2017 3:15:37 PM

Contact Us:
(202) 759-1946
e-services.otr@dc.gov

You have enabled the paperless feature.

Click the "View Paperless Option" button to view your profile and select which tax accounts you would like to subscribe to paperless.

Thank You.

4a

View Paperless Option

Printable View

OK

4. A 2nd **Confirmation** page displays.

- Click the **View Paperless Option** button to view your profile and select which tax accounts you would like to subscribe to paperless.

Electronic Correspondence

Home

Paperless Request

Confirmation

Electronic Correspondence

5

Electronic Correspondence

Go Paperless

Enable All

Disable All

Filter

COTHRAN GENERAL CONTRACTORS - 00029-31104

General Correspondence

Paper

Fiduciary Tax

150-001279036

Paper

5a

To enable the "Go Paperless" feature, click on the "Paper" hyperlink next to each tax account and click "Yes" on the pop-up. To enable the "Go Paperless" feature for all tax accounts at the same time, click "Enable All" at the top right-hand corner and click "Yes" on the pop-up.

To disable the paperless feature, click the "Paperless" hyperlink and click "Yes" on the pop-up. To disable the "Go Paperless" feature for all tax accounts at the same time, click "Disable All" at the top right-hand corner and click "Yes" on the pop-up.

5. The **Electronic Correspondence** page is where you can subscribe each tax account to **Go Paperless**.

- To enable the **Go Paperless** feature for any or all tax accounts, click on the **Paper** hyperlink next to the tax account(s).

Go Paperless **6**

You currently receive letters, notices and correspondence from the Office of Tax and Revenue via US postal mail.

By clicking "Yes" I confirm I want to receive letters, notices and correspondence from the Office of Tax and Revenue electronically.

Note: You will receive a notification via the email address on file when a new letter, notice and correspondence is available to view in MyTax.DC.gov.

6a

Yes

No

6. A **Go Paperless** pop-up subscription will appear.
 - a. Click **Yes**.

Electronic Correspondence

Log Off

Home > Paperless Request > Confirmation > Electronic Correspondence

Go Paperless

Enable All Disable All

Filter

COTHRAN GENERAL CONTRACTORS - 00029-31104

General Correspondence		Paperless
Fiduciary Tax	150-001279036	Paperless 7

To enable the "Go Paperless" feature, click on the "Paper" hyperlink next to each tax account and click "Yes" on the pop-up. To enable the "Go Paperless" feature for all tax accounts at the same time, click "Enable All" at the top right-hand corner and click "Yes" on the pop-up.

To disable the paperless feature, click the "Paperless" hyperlink and click "Yes" on the pop-up. To disable the "Go Paperless" feature for all tax accounts at the same time, click "Disable All" at the top right-hand corner and click "Yes" on the pop-up.

7. The tax accounts that are subscribed to receive paperless correspondence will show a **Paperless** hyperlink.

How to Locate 'Go Paperless' Settings in Your Web Profile

The screenshot shows the MyTax.DC.gov homepage. At the top is the DC.gov logo and 'Office of Tax and Revenue'. Below is a navigation bar with links: OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. A 'Home' button is also present. The main content area features a banner with the MyTax.DC.gov logo and three images of DC landmarks. Below the banner is a red bar with the text: 'MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - Simpler. Faster. Safer.' Underneath are three buttons: 'View FAQs', 'Register a New Business: Form FR-500', and 'Where's My Refund?'. The 'Log In / Sign-up' section is highlighted with a red box and the number '1'. It contains fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. Below these is a 'Sign-up to use MyTax.DC.gov' button. To the right of the login section are three columns of links: 'Businesses' (Current & Prior-Year Tax Forms, Modernized e-File, Retrieve a Saved Submission, Register a Special Event - Form FR-500B, Request Government Exemption, Exemption/Certificate Search), 'Businesses - File and Pay Now' (FR-120: Corporation Franchise Tax Extension, FR-130: Unincorporated Franchise Tax Extension, FR-185: Partnership Tax Extension), 'Individuals' (Current & Prior-Year Tax Forms, DC Free File / DC Fillable Forms, Verify My Return, Request Residential Parking Exemption), and 'Individuals - File and Pay Now' (FR-127: Individual Income Tax Extension, FR-127F: Fiduciary Income Tax Extension, D-77: Estate Tax Extension). At the bottom are 'Quick Links' (What can I do in MyTax.DC.gov?, Why sign-up for MyTax.DC.gov?, View Tutorials, Take me to eTSC, Contact Us) and 'Quick Payments' (Pay with eCheck, Pay with Credit / Debit Card, and their respective descriptions).

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.

Home Log Off

Home

Logon Settings **Alerts** 2 **I Want To** More...

bsndemo2
John Taxpayer
john.taxpayer@dc.gov
+1 (202) 555-5555
Last logged on 25-Sep-2017
Balance: \$0.00

There are 4 unread messages
Add your NAICS Code

View My Web Profile
Register a New Tax Account
Send OTR a message
Manage payments and returns
View FAQ's

Accounts Submissions Correspondence Names and Addresses Logons Exemptions

Accounts More...

Filter

Fiduciary Tax	150-001279036	COTHRAN GENERAL CONTRACTORS	\$0.00
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Register a New Tax Account

2. Under the **I Want To** section, click **View My Web Profile**.

Logon Settings Log Off

Home > Logon Settings

Logon Settings 3 Account Settings Payment Methods Go Paperless

Logon Edit **Alerts** **I Want To**

bsndemo2
John Taxpayer
john.taxpayer@dc.gov
+1 (202) 555-5555
Access: Administrator
Authentication: Disabled

There are no alerts

Change password
Cancel online access
Manage additional logons
View FAQ's

Current Log On Activity **Last Log On Activity** More...

03-Oct-2017 11:24:13 There is no activity	25-Sep-2017 11:00:26 Profile Updated
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3. In your web profile screen, click the **Go Paperless** tab.

Electronic Correspondence Log Off

Home > Paperless Request > Confirmation > **Electronic Correspondence** 4

Go Paperless Enable All Disable All

Filter

COTHRAN GENERAL CONTRACTORS - 00029-31104

General Correspondence	Paperless
Fiduciary Tax 150-001279036	Paperless 4a

To enable the "Go Paperless" feature, click on the "Paper" hyperlink next to each tax account and click "Yes" on the pop-up. To enable the "Go Paperless" feature for all tax accounts at the same time, click "Enable All" at the top right-hand corner and click "Yes" on the pop-up.

To disable the paperless feature, click the "Paperless" hyperlink and click "Yes" on the pop-up. To disable the "Go Paperless" feature for all tax accounts at the same time, click "Disable All" at the top right-hand corner and click "Yes" on the pop-up.

4. The Electronic Correspondence page will appear where you can manage your paperless subscription.
 - a. You can also unsubscribe from receiving paperless correspondence at anytime. To disable the **Go Paperless** feature for any or all tax accounts, click the Paperless hyperlink next to the tax account(s). **Note:** By disabling the **Go Paperless** feature you will begin receiving paper correspondence through U.S. postal mail.

? **Unsubscribe from Paperless** 5

You currently receive letters, notices and correspondence from the Office of Tax and Revenue electronically.

By clicking "Yes" I confirm I want to receive letters, notices and correspondence from the Office of Tax and Revenue via US postal mail.

5a

Yes No

5. An **Unsubscribe from Paperless** pop-up will appear.
 - a. Click **Yes**.

Electronic Correspondence Log Off

Home > Paperless Request > Confirmation > Electronic Correspondence

Go Paperless Enable All Disable All

Filter

COTHRAN GENERAL CONTRACTORS - 00029-31104

General Correspondence	Paperless
Fiduciary Tax 150-001279036	Paper 6

To enable the "Go Paperless" feature, click on the "Paper" hyperlink next to each tax account and click "Yes" on the pop-up. To enable the "Go Paperless" feature for all tax accounts at the same time, click "Enable All" at the top right-hand corner and click "Yes" on the pop-up.

To disable the paperless feature, click the "Paperless" hyperlink and click "Yes" on the pop-up. To disable the "Go Paperless" feature for all tax accounts at the same time, click "Disable All" at the top right-hand corner and click "Yes" on the pop-up.

6. The tax account(s) that unsubscribed from paperless will show a **Paper** hyperlink.